

- I. **Title:** Phoenix Club Assistant (Clubbers)
- II. **Description/Scope:** The Phoenix Club Assistant is responsible for the daily running of the Phoenix Club. This includes making and serving food, dispensing game equipment, cleaning and caring for the facility. The position requires someone with excellent customer service and the ability to be flexible with events and activities that use the space.
- III. **Supervisor:** Reports to the Phoenix Club Coordinator and the designated Program Coordinator in the Office of Student Life
- IV. **Pay Rate: \$9.25 hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*
- V. **Time Commitment:** This position requires 10-15 hours per week during the academic school year, hours ranging from 10 am – 11 pm, with some weekend shifts.
- VI. **Responsibilities:**
- a. Provide excellent customer service
 - b. Make and distribute food and drink to customers.
 - c. Track sales and use of the Phoenix Club space.
 - d. Distribute game equipment for the recreation side of the Phoenix Club
 - e. Assist with recreation games, tournaments and special events.
 - f. Work with money.
 - g. Attend weekly staff meeting
 - h. Up keep of cleanliness of the Phoenix Club
 - i. Enforce usage policies and procedures.
 - j. Be in the know of current trends and student needs.
 - k. Market the Phoenix Club specials and incentives.
 - l. Complete other duties as assigned.
- VII. **Qualifications:**
Phoenix Club Assistant must be energetic, have excellent communication skills and be responsible. An organized person with great time management skills whom can stick to a schedule. Be able to work in a team setting. Have strong decision-making skills and good judgement. Display enthusiasm, creativity, a positive attitude, and a willingness to learn.
- Knowledge of campus events, programs and Union services is preferred but not required.
- Applicants must have completed at lease one semester of full-time enrollment at UW-Green Bay or have served in a recreational department at another campus.
- All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.0

